

ADDITIONAL DEFINITIONS

- **AGENCY RECORDS SCHEDULES**

NARA-approved, agency-issued records schedules governing the disposition of specified records unique to a specific agency. Within the Department, each bureau and the O/S creates and maintains their own schedules.

- **DISPOSITION**

The actions taken regarding records no longer needed in current office space. These actions include transfer to agency storage facilities or Federal Records Centers for temporary storage, transfer from one Federal agency to another, transfer of permanent records to the National Archives, destruction of temporary records, or as described in your bureau/office approved records retention schedule.

- **DOCUMENTARY MATERIALS**

A collective term for records, non-records, and personal materials that refers to all media on which information is recorded regardless of the nature of the medium or the method or circumstances of recording.

- **GENERAL RECORDS SCHEDULES**

NARA-issued record schedules governing the disposition of specified records common to several or all Federal agencies.

- **NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)**

The Federal agency responsible for implementing the Federal Records Act. It is headed by the Archivist of the United States and is comprised of the National Archives repositories for permanent records and the Federal Records Centers repositories for temporary records.

- **RECORDKEEPING REQUIREMENTS**

Statements in statutes, regulations, or agency directives providing general and specific information on particular records to be created and maintained by Federal agencies.

- **RETENTION PERIOD**

The length of time records are to be kept.

- **SCHEDULED RECORDS**

Records whose final disposition has been approved by NARA.

[Appendix C](#) -Examples of Calls Necessary in the Interest of the Government
[ATTACHMENT 2](#) - List of Departmental Records Managers